

PeopleSoft

Printing the State Detailed Deduction Report

March 8, 2005



Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Detailed Deduction Report**

REQUESTING A DETAILED DEDUCTION REPORT

Use the following navigation to 'State Detailed Deduction Report' and select 'Add a New Value'; if you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > **State Detailed Deduction Report** [New Window](#)

[Help](#)

State Detailed Deduction Repor

Find an Existing Value

Run Control ID:

☐ Case Sensitive

[Advanced Search](#)

[Add a New Value](#) ←

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > **State Detailed Deduction Report** [New Window](#)

[Help](#)

State Detailed Deduction Repor

Add a New Value

Run Control ID:

←

[Find an Existing Value](#)

On the following screen the company should be 'ND'. You will then enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the supplemental payroll paycheck issue date (ex. The February paid March supplemental date would be 03/10/2005) you wish to print. This report can be run for current or prior months. Then Click 'Run'.

NOTE: The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > [State Detailed Deduction Report](#) [New Window](#)

Detailed Deduction Report

Run Control ID: 110

[Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit: 11000

Paycheck Issue Date: 03/10/2005

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The Server Name should be PSNT. You will need to check the boxes for both reports. If you only need to print one report then only click that box. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

When returned to this screen, click on 'Process Monitor' to view the status of the report running.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > [State Detailed Deduction Report](#) [New Window](#)

Process Scheduler Request

User ID: TBAUER@ND.GOV Run Control ID: 110

Server Name: PSNT Run Date: 03/08/2005

Recurrence: Run Time: 1:47:47PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Employee Detailed Ded Report	NDSP201B	Crystal	Web	PDF
<input checked="" type="checkbox"/>	Detail Deduction Report	NDSP201J	PSJob	(None)	(None)
	NDSP201S	NDSP201S	SQR Process	Web	PDF
	Employer Detailed Ded Report	NDSPR201	Crystal	Web	PDF

OK Cancel

At this Process Monitor screen, you will need to check the box next to 'View Job Items' and click on 'Refresh'. This will list the three processes that are running. Click on 'Refresh' periodically until the 'Run Status' of all three processes shows 'Success'. Then click on 'Details' for the Crystal Process. You will have 2 reports to print out. One report will show the employer paid benefits and the other report will show the employee paid deductions.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**

[New Window](#)

[Process List](#) [Server List](#)

View Process Request For

UserID: Process Type: Last: Days
 Server Name: Process Run Status: Instance: to

☒ View Job Items

☒ Save On Refresh

View All First 1-21 of 21 Last							
Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details	
117128	PSJob	NDSP201J	TBAUER@ND.GOV	03/08/2005 9:04:45AM CST	Success	Details	
117129 1	SQR Process	NDSP201S	TBAUER@ND.GOV	03/08/2005 9:04:45AM CST	Success	Details	
117130 2	Crystal	NDSPR201	TBAUER@ND.GOV	03/08/2005 9:04:45AM CST	Success	Details	
117127	Crystal	NDSP201B	TBAUER@ND.GOV	03/08/2005 9:04:45AM CST	Success	Details	

At the Process Detail screen, click on "View Log/Trace" to get to the next screen with the report file name.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**

[New Window](#)

Process Detail

Process	
Instance: 23239	Type: Crystal
Name: NDSPR201	Description: Employer Detailed Ded Report
Run	
Run Control ID: 1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 05/03/2004 4:39:37PM CDT	Parameters Transfer
Run Anytime After: 05/03/2004 4:39:01PM CDT	Message Log
Began Process At: 05/03/2004 4:39:46PM CDT	Batch Timings
Ended Process At: 05/03/2004 4:40:53PM CDT	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click the report name below to view the report. The report name should end with “.PDF”.



Report/Log Viewer

Instance:	23239	Type:	Crystal
Name:	NDSPR201	Run Cntl ID:	1
Status:	Success	Submitted By:	lberger
Server:	PSNT	Recurrence:	

Employer Detailed Ded Report

Name	Size	CreationDate
Message Log	0 bytes	Mon May 03 16:39:44 2004
NDSPR201_23239.PDF	22139 bytes	Mon May 03 16:39:46 2004

The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.

State of North Dakota						
Detailed Deduction Report - Employer Contribution						
Business Unit: 10100		Deduction Code: P10102		Check Date: March 2004		
Department Id: 101		Dakota Plan PPO/Basic				
Employee Id	Name	Tax Class	Month to Date	Quarter to Date	Year to Date	
1010001	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010002	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010003	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010004	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010005	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010006	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010007	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010008	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010009	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010010	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010011	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010012	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010013	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010014	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	
1010015	Chapman, Michael R	Non-Taxable Benefit	488.70	1,466.10	1,466.10	

Once you have printed the first report and if you need to print the other one you will need to go back to the process monitor and click on 'Details' on the second report. You will then need to follow the steps above to view or print the second report.